



5th January, 2013

ANNOUNCEMENT

EMPANELMENT OF MEMBERS TO ACT AS OBSERVERS AT THE EXAMINATION CENTRES FOR THE CHARTERED ACCOUNTANTS EXAMINATIONS
MAY / JUNE 2013.

The Institute intends to draw a Panel from amongst its Members for acting as Observer at the examination centres in various cities during the Chartered Accountants Examinations to be held from 2nd to 16th May, 2013 and the Common Proficiency Test to be held on 16th June, 2013 (Sunday).

Members who are interested to act as Observer at the examination centres during the examination days may download the attached Empanelment Form and e-mail the same to: Observer@icai.in on or before 31st January, 2013.

Since the appointment as Observer is made Examination wise, those who had empanelled earlier are also required to apply once again.

A) REQUIREMENTS FOR APPOINTMENT AS OBSERVERS:

- i) He / She must be a member on the Register of Members of the Institute.
- ii) He / She must not have any conflict of interest (as per the definition of "relative" as finalized by the Examination Committee, mentioned below) in the ensuing examinations for students and members at any of the examination centres either in the country or abroad.
- iii) He / She should not be associated with "coaching" by whatever called of Chartered Accountants students in any manner / capacity whatsoever irrespective of whether the same is organized by any organ of the Institute or any other institution private or otherwise.

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Definition of "Relative": *The term "relative" for the purpose of examination shall include in relation to an individual, the wife, husband, son, daughter-in-law, daughter, son-in-law, grand son, grand daughter, brother, brother's wife, brother's son, brother's daughter, sister, sister's husband, sister's son, sister's daughter, wife's brother, wife's sister and husband's brother and husband's sister".*

HONORARIUM PAYABLE:

An honorarium of Rs.1500/- per day / per session and Rs.350/- as conveyance reimbursement for 'A' class cities and Rs. 250/- for other cities per day (to cover cost of local travel) besides reimbursement of postal, stationery, telephone expenses, if any.

THE OBSERVER IS REQUIRED TO BE PRESENT IN THE ASSIGNED BRANCH OF THE BANK / EXAMINATION CENTRE FROM THE TIME THE CODE KEY IS OPENED IN THE BANK AND TILL THE CONCLUSION OF EXAMINATION viz. THE ANSWER BOOKS ARE POOLED, RECONCILED AND PACKED AND THE ANSWER BOOK PARCELS ARE HANDED OVER TO THE DESIGNATED COURIER AGENCY FOR DESPATCH TO EXAMINATION DIVISION, ICAI.

SELECTION / ALLOCATION OF ASSIGNMENT FOR OBSERVERS:

Observers' panel will be drawn city wise and would be forwarded to the Examination Committee of the Institute. The Member in the panel will be offered assignment by the Examination Committee for a specific examination provided they meet the eligibility requirements.

Once the duties are assigned for acting as an Observer in a particular examination centre, he/she should attend to the said assignment and send his/her report and bill in the prescribed format immediately after the completion of his / her assignment. In case any member is unable perform his assignment, the same may be communicated to the examination department well in advance. If the member neither informs the examination department nor discharge the duties assigned, he/she is liable for action under the provisions of Chartered Accountants Act and Regulations framed thereunder.

Mere empanelment does not mean guarantee of assignment. The Institute reserves the right to give the said assignment to any Member including those not in the Panel depending on the actual requirement and as may be approved by the Competent Authority.

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APPLICATION FOR EMPANELMENT AS OBSERVER AT EXAMINATION CENTRES CONDUCTING THE
CHARTERED ACCOUNTANTS EXAMINATIONS TO BE HELD IN
[MAY / JUNE - 2013]

1	NAME AND ADDRESS FOR COMMUNICATION OF THE MEMBER (IN CAPITAL LETTERS)	
2	MEMBERSHIP NUMBER	
3	WHETHER ACA or FCA	
4	DATE OF ENROLMENT AS MEMBER	
5	<u>COMMUNICATION DETAILS:</u>	
	E-MAIL ID:	
	MOBILE:	
	PHONE (O) (WITH STD CODE):	
	PHONE (R) (WITH STD CODE) :	
	FAX NO. (WITH STD CODE):	
	PAN NO.:	
6	CITY / ZONE WHERE YOU WISH TO BE ASSIGNED EXAMINATION DUTIES (Please refer enclosed centre list)	CITY NAME (including Zone, if any)

Date:

Signature of Member _____

Place:

Details of the cities in which the ensuing examinations will take place are as under.

The cities/ places where the examinations will be held are given below:

WESTERN REGION:

(Covering States of Goa, Gujrat and Maharashtra and U. T. of Dadar & Nagar Havali and Daman & Diu)

CITY/CENTRE	CITY/CENTRE	CITY/CENTRE	CITY/CENTRE
Ahmedabad -I @	Jamnagar	Mumbai - VII +	Ratlam
Ahmedabad -II @	Kolhapur	Mumbai - VIII +	Sangli
Ahmednagar	Latur	Mumbai - IX +	Satara
Akola	Navsari	Mumbai - X +	Solapur
Amravati	Mapusa (Goa)	Mumbai - XI +	Surat
Anand	Margao (Goa)	Nagpur	Surendranagar
Aurangabad	Mumbai - I +	Nanded	Thane
Bharauch	Mumbai - II +	Nasik	Vadodara
Bhavnagar	Mumbai - III +	Panvel	Vapi
Bhuj	Mumbai - IV +	Pimpri-Chinchwad	
Gandhidham	Mumbai - V +	Pune	
Jalgaon	Mumbai - VI +	Rajkot	

@ **Ahmedabad** is divided into two Zones, namely Zone I and Zone II. The possible location of centres in the zones are as under:-

- Zone I - Navrangpura, Ellis bridge, Ambawadi, Naranpura, Memnagar
- Zone II - Vastrapur, Thaltej, Sattellite, Gurukul Road

+ **Mumbai** is divided into eleven Zones namely Zone I to Zone XI. The possible locations of the centres in the respective zones will be:

- Zone I - Chrchgate / Charni Road area
- Zone II - Parel/ Dadar area
- Zone III - Vile Parle/ Andheri
- Zone IV - Jogeshwari (W)/ Goregaon (W)/ Malad (W)/ Kandivali (W)
- Zone V - Jogeshwari (E)/ Goregaon (E)/ Malad (E)/ Kandivali (E)/ Borivali (E)/ Dahisar (E)
- Zone VI - Borivali/ Dahisar (West)
- Zone VII - Mira Road/ Bhayandar
- Zone VIII - Vasai Road/ Nallasopara/ Virar
- Zone IX - Ghatkopar/ Bhandup/ Mulund
- Zone X - Dombivli area/ Kalyan
- Zone XI - Vashi (Navi Mumbai)

SOUTHERN REGION:

(Covering States of Andhra Pradesh, Karnataka, Kerala, Tamil Nadu and U. Ts. of Lakshadweep and Pondicherry)

CITY/CENTRE	CITY/CENTRE	CITY/CENTRE	CITY/CENTRE
Alappuzha	Ernakulam	Madurai	Tiruchirapalli
Bangalore -I @@	Erode	Mangalore	Tirupati
Bangalore -II @@	Guntur	Mysore	Tirupur
Belgaum	Hubli	Nellore	Tuticorin
Bellary	Hyderabad - I *	Palghat	Udupi
Chennai - I #	Hyderabad - II *	Pondicherry	Vellore
Chennai - II #	Kakinada	Rajamahendravaram	Vijayawada
Chennai - III #	Kollam (Quilon)	Salem	Vishakhapatnam
Chennai - IV #	Kottayam	Sivakasi (only for CPT)	
Chennai - V #	Kozhikode	Thiruvananthapuram	
Coimbatore	Kumbakonam	Thrissur	

@@ **Bangalore** is divided into two Zones, namely Zone I and Zone II. The possible location of centres in the zones are as under:-

- Zone I - Bangalore (East & North) comprising of Basaveshwaranagar, Frazer Town, Gandhinagar, M G Road, Majestic, Malleswaram, Rajajinagar, Richmond Town, Shivajinagar, Tumkur Road and Yelahanka.
- Zone II - Bangalore (West & South) comprising of Banashankari, Basavangudi, Chamrajpet, Domlur, J P Nagar, Jayanagar, J.C. Road and Mysore Road.

Chennai is divided into four Zones, namely Zone I to Zone VIII. The Zone numbers given to different areas (i.e. possible locations of centres in the Zones) are as under:

- Zone-I: George Town, Broadway, Rayapuram, Washermanpet, Tondiarpet
- Zone-II: Nungambakkam, Gopalapuram, Triplicane
- Zone-III: Guindy, Adyar, Besant Nagar, Tirunvanmiyur
- Zone-IV: Royapettah, Mylapore, Mandaveli
- Zone-V: Arumbakkam, Annanagar, Kilpauk, Ambattur, Villivakkam
- Zone-VI: Kodambakkam, T. Nagar, West Mambalam, Saidapet
- Zone-VII: Vadapalani, Ashok Nagar, K.K. Nagar, Porur
- Zone-VIII: St. Thomas Mount, Pallavaram, Nanganallur, Chromepet, Tambaram

***Hyderabad** Centre is divided into two zones namely Zone I and Zone II. The possible locations of the centres of respective Zones will be:

- Zone I - Hyderabad
- Zone II - Secunderabad

EASTERN REGION:

(Covering States of North East States, Orissa, Tripura, West Bengal and U.T. of Andaman & Nicobar Islands)

CITY/CENTRE	CITY/CENTRE	CITY/CENTRE	CITY/CENTRE
Asansol	Cuttack	Kolkata II ^	Sambalpur
Berhampore	Guwahati	Kolkata III^	Siliguri
Bhubaneswar	Kolkata I^	Rourkela	Tinsukia

^Kolkata is divided into three zones namely Zone I to Zone III. The possible locations of the centres in the respective Zones will be:

- Zone I - Kolkata South
- Zone II - Kolkata North
- Zone III - Howrah

CENTRAL REGION:

(Covering States of Bihar, Chhattisgarh, Jharkhand, M.P., Rajasthan, Uttarakhand and U.P.)

CITY/CENTRE	CITY/CENTRE	CITY/CENTRE	CITY/CENTRE
Agra	Dehradun	Kanpur	Raipur
Aligarh	Dhanbad	Kishangarh	Ranchi
Ajmer	Durg	Kota	Saharanpur
Allahabad	Ghaziabad	Lucknow	Sikar
Alwar	Gorakhpur	Mathura	Sri Ganganagar
Bareilly	Gwalior	Meerut	Udaipur
Beawar	Indore	Moradabad	Ujjain
Bhilwara	Jabalpur	Muzaffarnagar	Varanasi
Bhopal	Jaipur	Noida	
Bilaspur	Jamshedpur	Pali-Marwar	
Bikaner	Jodhpur	Patna	

NORTHERN REGION:

(Covering States of Delhi, Haryana, H.P., J & K, Punjab and U.T. of Chandigarh)

CITY/CENTRE	CITY/CENTRE	CITY/CENTRE	CITY/CENTRE
Ambala	Delhi/ New Delhi-III \$	Jalandhar	Rewari
Amritsar	Delhi/ New Delhi-IV \$	Jammu	Rohtak
Bathinda	Delhi/ New Delhi-V \$	Jind	Shimla
Bhiwani	Delhi/ New Delhi-VI \$	Karnal	Sirsa
Chandigarh	Faridabad	Ludhiana	Sonepat
Delhi/ New Delhi-I \$	Gurgaon	Panipat	Yamunanagar
Delhi/ New Delhi-II \$	Hisar	Patiala	

\$ Delhi/ New Delhi is divided into six Zones, namely Zone I to Zone VI. The Zone numbers given to different areas (i.e. possible locations of centres in the Zones) are given below:

- Zone I - Karol Bagh, Pusa Road
- Zone II - Pitampura, Rohini, Punjabi Bagh, Paschim Vihar
- Zone III - Nizamuddin, Yusuf Sarai, Jangpura, Lodhi Road
- Zone IV - Trans Yamuna Area - Mayur Vihar, Priyadarshini Vihar (Bank Enclave), Vivek Vihar
- Zone V - Model Town, Civil Lines, Darya Ganj
- Zone VI - Janakpuri, Dwarka.